

# Site Plans

## What requires a Site Plan?

- New building square footage
- New parking and/or vehicle service areas
- Certain telecommunications towers
- A home proposed for a Bed-and-Breakfast
- Infrastructure/Construction Documents

## General Description

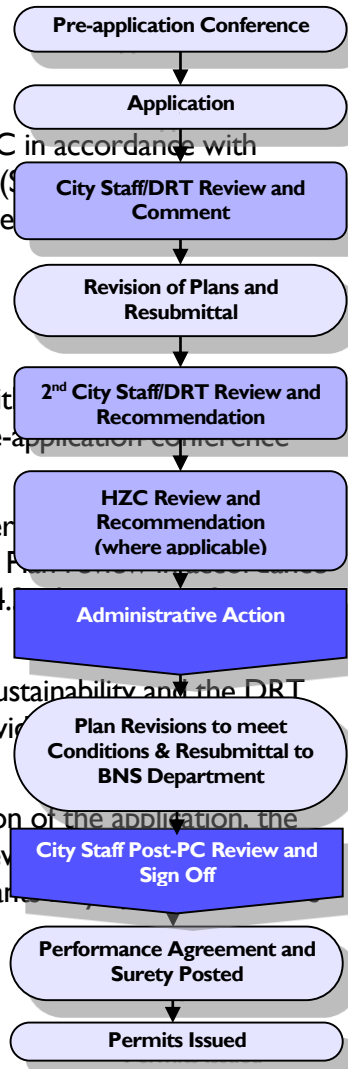
Site Plan review is required for almost all development in the City of Franklin to determine whether a proposed development complies with the *Zoning Ordinance* and other applicable ordinances. Site Plan review is required for all forms of residential, nonresidential, and mixed-use development except for single-family detached uses, temporary uses, Critical Lot Plans, and internal modifications to existing structures that do not affect the site's density, intensity, parking requirements, or environmental impact. The "site plan" is a series of drawings and plans that illustrates the intensity, density, height, architecture, and setbacks of a proposed project as well as drainage, landscape, vehicle and pedestrian circulation, and other site elements.

## The Review Process

Except for Site Plans reviewed by the FMPC in accordance with Section 2.4.3(2)(c) of the *Zoning Ordinance* (FMPC "review triggers"), Site Plans shall be reviewed by the Department of Planning and Sustainability (Administrative Review).

## Administrative Review

1. Applicants are required to meet with the Department of Planning and Sustainability for a pre-application conference prior to application.
2. Following the pre-application conference, applicants must submit a formal application for Site Plan review to the Department of Planning and Sustainability with Section 2.3 and Subsection 2.4.1 within 120 days.
3. The Department of Planning and Sustainability and the DRT will review the application and provide comments to the applicant.
4. Following revision and re-submission of the application, the City Staff / DRT shall review the revised application and make a decision on the Site Plan. Applicants must submit their decision to the FMPC.

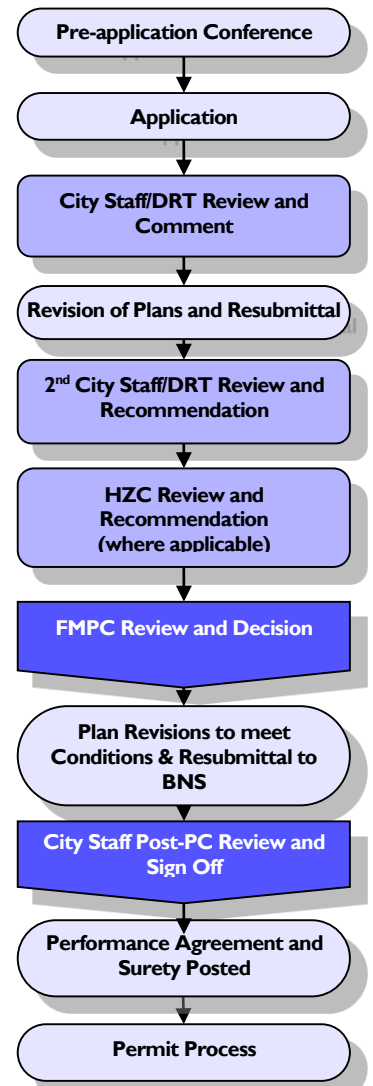


5. After the approval, the applicant must either complete and dedicate all public improvements prior to the issuance of a Building Permit or shall be required to apply for a Performance Agreement to guarantee the improvements. All applicants are required to maintain a Performance Agreement for the maintenance of landscape material and public improvements in accordance with the *Zoning Ordinance*.
6. Only after securing a Performance Agreement for the construction of public improvements or installation of landscape material, or both, can the applicant obtain a Building Permit.

## FMPC Review

1. Applicants are required to meet with the Department of Planning and Sustainability for a pre-application conference prior to application.
2. Following the pre-application conference, the applicant may submit a formal application for Site Plan Review in accordance with Section 2.3 and Subsection 2.4.3 of the *Zoning Ordinance* within 120 days.
3. The Department of Planning and Sustainability and the DRT will review the application and provide comments to the applicant.
4. Following revision and re-submission of the application, the Department of Planning and Sustainability, along with other applicable departments, will review the application and make a recommendation to the FMPC regarding the application.
5. In cases where the Site Plan is related to a Certificate of Appropriateness, the HZC will act on the certificate prior to a final decision by the FMPC.
6. The FMPC will hold a public meeting to review and discuss the Site Plan and will make a decision in accordance with the ordinance, legal requirements, and the FMPC By-laws.
7. After the approval, the applicant must either complete and dedicate all public improvements prior to the issuance of a Building Permit or shall be required to apply for a Performance Agreement to guarantee the improvements. All applicants are required to maintain a Performance Agreement for the maintenance of landscape material and public improvements in accordance with the *Zoning Ordinance*.

### FMPC Site Plan Review Process



8. Only after securing a Performance Agreement, for the construction of public improvements or installation of landscape material, or both, can the applicant obtain a Building Permit.

## Things to Know About Site Plan Review

- Detailed information on the Site Plan Review procedure and review criteria is established in Subsection 2.4.3 of the *Franklin Zoning Ordinance*.
- Applications for a Building Permit associated with a Site Plan shall be submitted within one year of the Site Plan approval, or the Site Plan shall become invalid.
- Conditions placed on Administratively approved Site Plans can be appealed to the FMPC per Subsection 2.4.3 (2)(d). Please note, if the condition is a requirement of the FZO, the FMPC cannot, by law, waive that zoning requirement.
- Except for telecommunication towers and Bed-and-Breakfasts, there are no written notice requirements for Site Plan Review.
- Projects that will be built, permitted, and/or inspected in multiple phases/sections require multiple site plan submittals that correspond to those phases/sections. Site plans shall match the limits of the final plat, where a final plat is required.

### **Submittal Requirements & Checklists are included in Appendix F of this document.**

*Contact the Department of Planning and Sustainability for the latest version of the Checklist for the different plan types.*